LEARNING CONNECTION

Providing data, resources, and tools to support student achievement.

2011 ISTAR Alternate Administrator Guide

Learning Connection Role and ISTAR Access

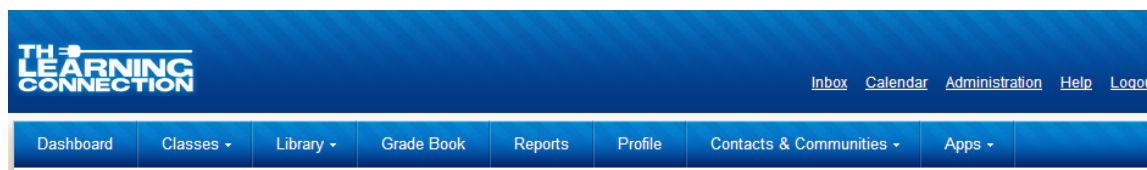You must have a Learning Connection account and that account must have ISTAR access.

To register for an account: Log on to: https://learningconnection.doe.in.gov and click the *Register* button. Follow the steps (make sure that you choose at least one school).

To get ISTAR Access: Once your Learning Connection account has been accepted, your local LC administrator sets your permission for ISTAR to *Administrator.* If you do not have an *Apps* tab on your Learning Connection *Dashboard*, you will need to contact your local LC Administration to edit your ISTAR permissions set up.

To understand the LC Roles and ISTAR access, refer to the *Most Common Roles for ISTAR* document available under the *Files and Bookmarks* tab from the LC *ISTAR Alternate Assessment Corporation Administrator Community*.

Log-in

1. Log on to: https://learningconnection.doe.in.gov
2. Enter username and password
3. Click Login

THE LEARNING CONNECTION

Inbox   Calendar   Administration   Help   Logout

Dashboard   Classes ▾   Library ▾   Grade Book   Reports   Profile   Contacts & Communities ▾   Apps ▾

Learning Connection Dashboard

The Learning Connection Dashboard has a variety of tools available to teachers and administrators such as Classes, Library, Grade Book, and Reports. This guide will focus only on the Tabs: Profile, Contacts and Communities and Apps. The Apps tab is where the ISTAR application is accessed.

Complete your profile

1. Click the profile tab.
2. Complete the sections of the "info" tab as you desire. Also on the *info* tab is an edit button after your name to make corrections if needed
3. Upload a photo to serve as the photo that represents you to your colleagues (not required but a nice touch).
4. Look at the options under the "notifications" tab. Decide what notifications you want to receive from the system.

Add contacts and join communities

Go to the "Contacts & Communities" tab.

1. Click the "Find a Person" link to find your colleagues and search for your colleagues on the Learning Connection. Click the "Add to Contacts" link for colleagues that you want to add to your contacts. Add as many contacts as you wish. (Contacts will appear in your list when your request is accepted by your colleague.)
2. Click the "Find a Community" tab.

    a. Select *User Created* to find communities of professional interests that have formed in the Learning Connection or select *School* to locate a school you need access to.

    b. When you find a community that you want to join, click the "Join Community" link. Communities will appear in your list automatically unless they require permission from a community admin. Any school you asked to join will require permission from the local Learning Connection Administrator.

Access ISTAR - the "Apps" Tab

1. Go to the "Apps" tab.
2. Click the ISTAR link.

My ISTAR Caseload

Students **will only appear** on *My ISTAR Caseload* for an administrator account if:
- They are the TOR/Case manager for these students
- If they have specific access to these students.

NOTE: In the LC portal, only a Case Manager can create a new assessment or finalized it. Only a Case Manager can create a progress monitoring assessment or finalize it. Any user with access can add ratings once the assessment has been created.

Add/Find Student

A user must have ISTAR Administrator access to add students to a caseload. Educator level ISTAR access CANNOT add student to their own caseload.

1. Click the Add/find tab
2. Fill in the appropriate lines (first, last name) and/or filters (corporation, school, case manger, grade). Filters can be used as a single option or a combination of options. The more filters entered, the more condensed the list of students that appear.
3. Click Search. A list of students will appear who fit the criteria you selected along with icons.

   All Students will have these icons:
   - 🗄 File Cabinet – ISTAR assessment Summary Reports and any attachments beginning with October 2009 should be available.
   - 📄 Access Log – Log of user access to the student's file

   Students without a Case Manager also have these icons:
   - 👥 Assign Case Manger - Click on this icon and type in the last name of the user and click *Search.* Click *Add* to make this user the Case Manager.
   - Add Add to My Caseload - Click on this icon to add the student to your *My ISTAR Caseload*

   Students with a Case Manager also have these icons:
   - 🛡Student Security – Click this icon to give other user's access to this student. Click *+ Add User* and type in the last name of the user and click *Search.* Click *Add* to give this user access to the student to add ratings and run reports.
   - 🔄 Reassign Student - Click on this icon and type in the last name of the user and click *Search.* Click *Add* to make this user the Case Manager.
   - ❌ Remove Case Manager – Click on this icon and the student will be removed from the case manager's caseload.

   If you cannot find a user's name in the list to add security access, assign or reassign, please make sure that this user has ISTAR access in the appropriate school(s).

ISTAR Reports
The following reports are accessible by clicking ISTAR Reports on the left of your Dashboard:
   a. Individual Reports
      o Assessment Summary
      o Comparison Bar Graph (KR only)
      o Life Skills/Employability Skills Summary Report
      o Progress Monitoring
   b. KR

- o Monitoring Report (used for ISTAR KR users)
- c. ISTAR Alternate Assessment
  - o Annual Alternate Student Report
  - o Compliance Report

Individual

1. Click on *ISTAR Reports* on the left of your Dashboard
2. Click on *Individual Reports*
3. Select a corporation from the drop down list (if applicable)
4. Select a school from the drop down list
5. Select a case manager from the drop down list
6. Select a school from the drop down list
7. From *Report to run*: select one of the reports
8. Click Generate Report**.** A pdf version of the report will appear and user can save or print.

KR Monitoring Report (used for ISTAR KR users)

The KR Monitoring Report functions as a time management tool for Preschool Special Education users to know when to finalize the electronic ISTAR-KR assessments, as per the state minimum requirements. This report serves to assist local administration in monitoring timely finalization of ISTAR-KR electronic data entry. THIS IS NOT A STATE COMPLIANCE REPORT.

1. Click on *ISTAR Reports* on the left of your Dashboard
2. Click on *Monitoring* under the KR heading
3. Select a Report Universe (*My Caseload* or *My schools)*
4. Select a *Start* and *End* Date
5. Click on *Generate Report*

Annual ISTAR Alternate Student Report (Coming soon)

This is an Official Report to share with parents which includes the cut scores and Performance Level Descriptors. The **2011** report will be available **after** the assessment window ends.
1. Click on *ISTAR Reports* on the left of your Dashboard
2. Click on *Annual Alternate Student Report*
3. Select School
4. Select a school from the drop down list
5. Click Generate Report**.** A pdf version of the report will be added to the student file

Compliance Report (SCHOOL AGE ONLY)

The Compliance report is only available March 1-April 30th. This list report represents the list of students on *My ISTAR Caseload* that have ISTAR in lieu of ISTEP+ selected for the assessment. The ISTAR Compliance report will let users know which students have (finalized) assessments and those who do not during the ISTAR AA assessment window. It will list name, teacher, school, birth date, grade, exceptionality, criteria, and date of finalization. Progress on assessments can be monitored regularly to assure compliance.

1. Click on *ISTAR Reports* on the left of your Dashboard
2. Click on *Monitoring* under the Alternate Assessment heading
3. Select My Caseload (if you have students on your own caseload) or
4. Select My Schools (you can run all schools or select one)
5. Click on *Generate Report* to update the window

Students will appear on this report once an assessment has been created after March 1, 2011.

General Resources

- **Refer to the ISTAR Teacher Step by Steps for details on *MY ISTAR Caseload, ISTAR Assessment,* and *Progress Monitoring.***
- IDOE website: http://www.doe.in.gov. Click the ISTEP+ link on the left side of home page and then click *Resources* under *ISTAR*
- IDOE website: http://www.doe.in.gov. Click the Learning Connection link on the left side of home page.
- ISTEP+, IMAST, and ECA information and contacts, please do to IDOE website and select ISTEP+/Assessments, and find the assessment needed
- ISTAR-AA Criteria, Cut Scores, Performance Level Descriptors (PLS's) and paper copies of all the assessments are posted on the IDOE website: http://www.doe.in.gov/assessment/istar_resources.html
- Join the LC Community *ISTAR Alternate Assessment User Group.*
  This forum is for ISTAR-Alternate assessment users and administrators. This is a forum to allow us to communicate IDOE Information more efficiently with you. Through this forum you can post questions, network with colleagues, view announcements, and training materials.

Who to contact when you need help

- LC Accounts for public schools, contact your local LC Administrator: IDEA@doe.in.gov
- General ISTAR-KR Assessment issues, contact: scrawford@doe.in.gov
- General ISTAR Alternate Assessment issues, contact: kstein@doe.in.gov
- Technical issues contact: IDEA@doe.in.gov or submit an online support form from the Contact Support link on the bottom of every page in Learning Connection.
- LC Training - Find additional ways to get help for Learning Connection by clicking on the support link on the Learning Connection home page: https://learningconnection.doe.in.gov